STANDING ORDERS

OF THE

BOARD OF REVENUE

(LAND REVENUE, SETTLEMENT AND MISCELLANEOUS)

(Issued under the authority of the Board of Revenue)

IN FOUR VOLUMES

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MADRAS

GOVERNMENT OF MADRAS

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Page 369, *Standing Order No.* 34-*A*, *paragraph* 21, *Appendix XIII*, *Rule* 3-*B*.—*Substitute* the following *for* the existing Rule 3-B :—

B. Maps.—(i) *Town Maps* on the scale of 8 inches or 10 inches to a mile are to be supplied as follows :—

		Copies.
	1. Collector	1
	2. Divisional Officer	1
	3. Taluk Tahsildar	1
	4. Municipal Council for the use of the Chairman, municipal subordinates and reserve	21
	5. Town Surveyor	1
	6. Secretary to Government, Local Administration Department	1
	7. Director of Public Health	1
	8. Sanitary Engineer to Government	1
	9. Board of Revenue	1
	10. Director of Town-Planning	1
	11. Executive Engineer	1
(a)	12. Executive Engineer, Kistna Western Division ...	1*
	13. Superintending Engineer	1
	14. Chief Engineer (Buildings and Roads)	1
	15. Reserve with Collectors	10
	16. Surgeon-General	1
	17. Superintendent, Connemara Library	—
	18. Central Survey Office for reference	5
	19. Central Survey Office for sale	45
	Total ...	96

* Copy of a map of the Bezwada town (a).

(ii) *Ward maps* on the scale of 16 inches or 20 inches to a mile are to be supplied as follows :—

	Copies.
1. Collector	1
2. Town Surveyor	1
3. Municipal Council for the use of the Chairman, the municipal subordinates and for supply to the Sanitary Engineer	8
4. Central Survey Office for reference	3
5. Central Survey Office for sale	20
Total ...	33

...t of the 3 copies to be supplied to the Sanitary Engineer shall be ...

(iii) *Revenue maps.*—These are supplied both as separate sheets and also in bound volumes or atlases. Each atlas should contain an index map showing the position of the several blocks. Twenty copies are to be prepared and they are to be distributed as follows:—

		Atlases.
	1. Town Surveyor, one for use in the field and the other for reserve	2
	2. Chairman	1
	3. Taluk Tahsildar	1
	4. Karnams (complete set to be divided among the various karnams according to charges. Each separate karnam's set should be bound) ...	1
	5. Secretary to Government, Local Administration Department	2
	6. Sub-Registrar	1
(b)	7. Town Surveyor (for reserve and sale)	9 (b)
(b)	8. Revenue Inspector	1 (b)
	9. Central Survey Office for reference	2
	Total ...	20

(iv) *Record of measurement.*—

	Copies.
1. Town Surveyor, one copy for maintenance and [illegible]	3
2. Municipal Council for the use of the Chairman and municipal subordinates	1
3. Taluk Tahsildar	1
4. Karnams (one set to be distributed among the karnams according to charges)...	1
5. Central Survey Office, reserve	2
Total ...	8

NOTE.—(c) The set of maps to be maintained by the Town Surveyor should be mounted on cloth. (c)

The sets in use by the karnams and Chairman should not be mounted but should be edged with cloth and these officers should also be provided with tin tubes in which to keep the maps.

G.O. 2088, Rev., d. 31-10-30. B.P. Press 12, d. 9-2-31.

G.O. 505, Rev., d. 17-3-33. B.P. Ms. 1824, d. 28-6-33.

(a) G.O. Ms. 1631, Rev., d. 29-7-36. B.P. Ms. 2717, d. 7-8-36. (a)

(b) G.O. Ms. 1414, Rev., d. 13-7-37. B.P. Ms. 2306, d. 19-7-37. (b)

(c) G.O. Ms. 95, Rev , d. 10-1-38. B.P. Ms. 1[illegible]3 (c)

B.P. Press 123, d. 29-9-38.

Correction Slip No. 178.

Page 369, Standing Order No. 34-A, paragraph 21, Appendix XIII, as introduced by Correction Slip No. 1, dated 10th February 1932, Rule 3-B, as amended by Correction Slip No. 138, dated 4th October 1938.—(1) *Insert* the following note under item (iii) Revenue Maps :—

Note (c).—The set of Revenue Maps to be maintained by the Town Surveyor should be amounted on cloth.

(2) *Delete* the notes under item (iv) Record of measurement and *substitute* the following :—

Note.—The sets of Record of measurements in use by the Karnams, Town Surveyors and Chairman should not be mounted but should be edged with cloth and these officers should also be provided with tin tubes in which to keep the maps.

B.P. 32, d. 20–6–42.

Correction Slip No. 45.

Page 369, *Standing Order No.* 34-*A*, *paragraph* 21, *Appendix XIII-A*, *as introduced by correction slip No.* 28, *dated* 1st *March* 1933, *first sub-paragraph of rule* 2.—*Delete* the second sentence.

G.O. 1802, Rev., d. 7-10-33. B.P. 103, d. 14-10-33.

[Vol. II] [Correction Slip No. 45, dated 14-10-33]

4. *Page 369, Standing Order No. 34-A, paragraph 21, Appendix, as introduced by correction slip No. 1, dated 10th February 1932.—Insert* the following as Appendix No. XIII-A :—

Rules for the maintenance of surveys in panchayat areas.

1. *General.*—These rules apply to panchayat areas which have been surveyed on the street survey system. The duties of a surveyor responsible for maintenance in such areas are restricted to the maintenance of survey marks and maps, the detection of encroachments and the detection and rectification of survey errors. The surveyor may attend to the maintenance work of more than one panchayat area.

2. *Appointment, supervision and duties of panchayat surveyors.*—A surveyor shall be appointed by the Board of Revenue either by direct recruitment or by transfer from the 'Madras Survey Subordinate Service.' He should possess the minimum educational qualification prescribed in clause (*b*) of the General rule 3 relating to subordinate service unless specially exempted by the Board of Revenue. No person shall be appointed as panchayat surveyor unless he has passed

(i) the deputy surveyor's test of the Survey Department, and

(ii) a test in theodolite survey conducted by an officer nominated by the Director of Land Records.

The surveyor shall be on probation for one year. If his work is unsatisfactory either during or at the end of the probation, the Collector may either terminate his probation or revert him to his permanent appointment if he has one. The power of appointment of panchayat surveyors vests in the Board of Revenue. The surveyor shall be paid a pay calculated at the rate of Rs. 35—35—2—65—1½—80. The Collector is competent to transfer from one panchayat area to another within his district the surveyors working in his district. The powers of censure, withholding promotion, reduction, suspension, removal or dismissal of the surveyor shall vest in the Collector. The annual increment of the surveyor will be sanctioned by the Collector. An appeal against the orders passed by the Collector lies to the Board of Revenue. The surveyor shall work under the administrative and technical supervision of the Inspecting Tahsildar. The headquarters of the surveyor shall be fixed by the Collector when he is appointed for more panchayats than one and he shall tour for a minimum period of 25 days in a month.

The panchayat surveyor is employed solely for the purpose of maintenance and the detection of encroachments. In no circumstances shall he be employed on other duties, as for instance, the filing of complaints in criminal courts. If any order issued by the President of the panchayat board is in the Collector's opinion inconsistent with these rules or calculated to impair his efficiency, it will be open to the Collector to revise such an order. In particular, he can decide whether any duty assigned to the panchayat surveyor by the president is legitimate or not. Should the president feel aggrieved by the Collector's action, he may request the Collector to address the Board of Revenue whose decision in the matter will be final.

The President of the panchayat board must supply the surveyor with coolies or menials to act as chainmen whenever the surveyor visits the panchayat area. Where panchayat menials are not available or coolies are not supplied, the surveyor may employ coolies himself and pay them from the provincial funds in the first instance, as indicated in paragraph 8 below.

The inspecting Tahsildar should inspect the work of all the panchayat surveyors at least once in two years. His inspection should cover all the points mentioned in the check memorandum (Form VII) besides other matters requiring his attention. A copy of the inspection notes should be submitted through the Director of Land Records to the Collector who will forward copies thereof to the panchayat surveyor, the Revenue Divisional Officer, Tahsildar,

the President of the panchayat board concerned and the President, district board, for necessary action.

3. *Maintenance of maps.*—A panchayat surveyor will maintain for each panchayat area in his charge two copies of the atlas of street field maps and one copy of the panchayat map. One maintained copy of the atlas should be kept in the panchayat board office and should not be taken to the field. In addition to these copies, each panchayat board president should be supplied with two copies of the atlas and five copies of the panchayat map as reserve and for sale.

The surveyor will measure and plot in the atlas of street fields all subdivisions and alterations such as may result from acquisition proceedings or other similar changes duly authorized by a competent authority.

All additions to or alteration of important topographical details within the limits of or adjacent to street fields will also be measured and the measurements recorded in both the copies of the atlas. Changes in the field boundaries and topographical details will also be incorporated in the maintained copy of the panchayat map. Details that should be entered are public, quasi-public and large private buildings, roads, railways, channels, bridges and causeways. Whenever new subdivisions or new survey fields are made or a field boundary altered, the accompanying topographical changes, if any, should invariably be noted in the map. Before new details are entered, a sketch should be submitted to the Inspecting Tahsildar and approved by him. When details already marked in the maps have completely disappeared on the ground, they should be eliminated from the maintained set of maps by pasting suitable slips of paper. For this, the previous approval of the Inspecting Tahsildar is not necessary.

In cases of survey changes, which will invariably be ordered by the revenue authorities, the survey records will be sent to the surveyor after sanction by a competent authority. The surveyor will enter them in his changes register (Form II) and at the same time incorporate the changes in his maps, and return the file to the Inspecting Tahsildar who shall transmit them to the taluk office after technical scrutiny. The duties of measuring subdivisions and preparing subdivision records in the first instance also devolve upon the surveyor. In carrying out survey changes the surveyor will follow the procedure laid down in paragraph 12 (*a*) and (*c*) of Board's Standing Order No. 34-A and will observe the necessary formalities under the Survey and Boundaries Act. The notification under section 6 and notices under section 9 (2) or 10 (2) of the Survey and Boundaries Act, will be issued by the panchayat surveyor through the village officers. The form of 9 (2) notice prescribed in B.P. Mis. No. 915, Land Revenue and Settlement, dated 16th March 1931, should be used. The Tahsildar will arrange to publish the final notification under section 13.

4. *Errors in survey.*—Errors and discrepancies which are discovered in the survey records in the course of subdivision work, stone maintenance or other work should be dealt with in the following manner:—

Limits of error.—A discrepancy between two recorded measurements or between a recorded measurement and a measurement newly taken on the ground should not be treated as an error unless it exceeds the limit of measurement error allowed. This limit is one foot for a distance of 200 feet and under and not more than one foot for every 200 feet for a distance exceeding 200 feet subject to a maximum of three feet.

Within these limits, the measurements will not be corrected. If the difference exceeds these limits, the line will be remeasured and the corrections carried out in the surveyor's and president's copies of the street field atlas under the initials of the surveyor. Sketches illustrating the corrections should be sent to the Inspecting Tahsildar who will lodge the sketches after scrutiny. The Inspecting Tahsildar's register of survey errors maintained under Board's Standing Order No. 34-B should be posted.

Page 369, Standing Order No. 34-A, paragraph 21, Appendix XIII-A, inserted by Correction Slip No. 28, dated 1st March 1933, sub-paragraph 3 of rule 3.—(1) In the first sentence *omit* the words "or adjacent to" and (2) *add* the following after the first sentence :—

In the case of such details lying outside street fields, only a brif description should be entered.

G.O. Ms. 2114, Rev., d. 17-9-41. B.P. Press, 110, d. 30-–41.

[Vol. II] [Correction Slip No. 164, d. –9-41]

Correction Slip No. 200.

Page 369, Appendix XIII-A to Standing Order No. 34-A—(Paragraph 21) introduced by Correction Slip No. 28, dated 1st March 1933, Rule 3, first sub-paragraph.—In the third sentence *for* the words "two copies of the atlas and five copies of the Panchayat map" *substitute* "one copy of the Panchayat map."

(B.P. 42, Press, d. 18–12–44)

Page 369, Standing Order No. 34-A, paragraph 21, Appendix XIII-A, as introduced by Correction Slip No. 28, dated 1 March 1933—(1) Paragraph 5, 1st sub-paragraph, 1st sentence.—*For* the words "which do not touch cadastrally surveyed fields" *substitute* "on all fields surveyed under the street survey system; and for that purpose he should number all bends in one maintained copy of the atlas of street field maps."

(2) Same paragraph 5, 1st sub-paragraph, 2nd sentence:—*Delete.*

(3) Same paragraph 5, 1st sub-paragraph, 3rd sentence:—*For* the word "They" *substitute* "the chain ~~survey~~ and field stones."

(4) Same paragraph 5, 2nd sub-paragraph:—*Delete.*

(5) Same Appendix, paragraph 9, sub-paragraph 1:—*Add* the following after the form of register of encroachments—

"The karnam, who is a resident of the place and can recognize encroachments should bring to the notice of the surveyor all cases in which he suspects encroachments. In the case of encroachments, on streets and roads vested in the District Board and passing through panchayat areas, the taluk surveyor who inspects and renews stones on the boundaries of District Board roads should book the encroachments and send a list of such encroachments to the Collector and a copy of it to the President, District Board, who should communicate to the taluk surveyor the action taken by the District Board on the list."

(6) Same Appendix, paragraph 4, 3rd sub-paragraph:—*Add* at the end of the 2nd sentence.—

"and the corrections should be noted in the register of changes."

B.P. Press 12 (S), d. 25-2-43.

In investigating survey errors, the surveyor should not assume that a survey mark seen by him on the ground is in its correct place unless its position has been verified by measuring at least two, if possible, three lines converging on it. The recorded and the actual distances of these lines should be entered in the illustrative sketches referred to above.

When there is no error in the record, but if the boundaries on the ground disagree with the record and it is clear that the discrepancy is due to an error in the original survey, the fields must be resurveyed in accordance with the actual state of the ground under the supervision of the Inspecting Tahsildar after obtaining the orders of the Collector.

When changes are made in traverse angles and distances or when fresh traverses are run for any reason, the work should be checked with particular care by the Inspecting Tahsildar. The traverse plotting involved should be carried out in the office of the Inspecting Tahsildar who should report all such cases to the Director of Survey with true copies of the traverse field books and plottings.

5. *Maintenance of survey marks.*—The panchayat surveyor will be responsible for the inspection and maintenance of all stones which do not touch cadastrally surveyed fields. The chain survey and field stones will be numbered in one maintained copy of the atlas of street field maps. They should be numbered in one series for each field as in rural tracts the numbering being done in the field bearing the lowest number. The theodolite stones will be numbered in eye sketches in one series for the whole panchayat area. The registers will be maintained in the following forms:—

FORM A.

Theodolite stones.

Serial number of theodolite stones. (1)	Date of inspection and result. (2)	Date of repair or renewal with initials. (3)	29–30. (4)	30–31 and so on. (5)

FORM B.

Stones other than theodolite stones.

Survey number and serial number of stone in the fields. (1)	Date of inspection and result. (2)	Date of repair or renewal with initials. (3)	29–30. (4)	30–31 and so on. (5)

Stones which touch cadastrally surveyed fields will be entered in the karnam's stone registers and inspected by him. His work will be overchecked by the higher revenue officers and the actual repair and renewal of such stones will be done by the Revenue Inspector.

The panchayat surveyor must inspect all the survey marks in the panchayat areas in his charge at least once a year, unless the Collector allows him two years to complete a round of inspection. When any mark is found to be in need of repair or renewal the surveyor shall renew or repair it. The marks on permanent structures which have been obliterated by whitewash or other

plastering should be listed for repair. Obliterated tar marks should be renewed by a fresh coating of tar. When points are represented by marks on permanent structures and they are obliterated owing to the renewal of such structures, stones should be planted and brought to account. Similarly when points are represented by stones and they are subsequently occupied by permanent structures, tar marks will replace the stones. The cost of renewal or repair will be borne by the panchayat board.

Note.—It is the duty of the surveyor to verify the points to which tie lines have been run and to record fresh measurements, if any alterations have taken place. If tie lines have not been recorded, it is the duty of the surveyor to measure and record them in the maintained copies of the atlas. Theodolite stones should not be dug up merely to measure tie lines; but if a stone is uncovered for any other reason tie lines should be measured and recorded before the stones are covered up.

6. *Stock of stones.*—A stock of stones should be maintained by the headman of the villages concerned as laid down in paragraph 12 of Appendix II to Board's Standing Order No. 34-A. Whenever the panchayat surveyor uses stones from any depot, he will prepare a bill in Form III given in Appendix II to Board's Standing Order No. 34-A in triplicate noting clearly on it that the cost of stones utilized is recoverable from a particular panchayat board. One copy of the bill will be given to the headman as a voucher for the stones used, one copy will be sent to the president of the panchayat board concerned and one copy to the Tahsildar for necessary action.

7. *Contingencies*.—Petty items of contingent expenditure such as those incurred for binding registers should be borne entirely by the panchayat board. Other items will be borne by the panchayat board and the Government in the ratio of 1 : 2.

8. *Permanent advance.*—The panchayat surveyor will be supplied with a permanent advance not exceeding Rs. 15 from contingencies which is intended solely for the employment of coolies in the absence of the supply of labour by the panchayat board. Vouchers for the employment of coolies countersigned by the President of the concerned panchayat board should be submitted from time to time to the Inspecting Tahsildar who will submit them to the Collector for recoupment. Such expenditure should be debited in the accounts under the head "5.c. Land Revenue—Land Records—Reserved B—Maintenance of municipal and panchayat boards—Surveys—Voted—Other charges—Supplies and Services" and recovered in full from the local board concerned.

9. *Encroachments.*—It is the duty of the surveyor to detect, in the course of his inspection, and to record all encroachments in a register in the following form:—

Register of Encroachments.

Serial number and date.	Name of street.	Survey number.	Door number and name of encroacher.	Dimensions of the encroached portion in feet: Length.	Dimensions of the encroached portion in feet: Breadth.	Area of encroachment.	Description of encroachment.	Date of final order.	Date of removal of the encroachment or of permanent assignment of the land.	Sketch of encroachment (encroached portion colour-washed).
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

Page 369, Standing Order No. 34-A, paragraph 21, Appendix XIII-A, inserted by Correction Slip No. 28, dated 1st March 1933, Rule 6.—(i) *For* the first sentence, *substitute* the foll wing :—

"The panchayat board can if it so desires, maintain its own stock of stones, provided the stones are of the size and description specified in the rules in Appendix I to Board's Standing Order No. 34-A, paragraph 4. If the panchayat board does not mainta n its own stock of stones, the panchayat surveyor will use stones from the depot maintained by the headman of the village concerned, as la d down in paragraph 12 of Appendix II to Board's Standing Order No. 34-A."

(ii) In the second sentence after "any" *insert* "headman's".

G.O. Ms. 2020, Rev., d. 3–9–41. B.P. Press 121, d. 31–10–41.

 [Correction Slip No. 166, d. 3–11–41]

Correction Slip No. 171.

Page 369, Standing Order No. 34-A, paragraph 21, Appendix XIII—A, as introduced by Correction Slip No. 28, dated 1st March 1933, Sub-paragraph 4 of Rule 9, as amended by Correction Slip No. 164, dated 30th September 1941.—*For* the word " renewal " *read* " removal ".

(B.P. Press 145, d. 20–12–41.)

Page 369, Standing Order No. 34-A, paragraph 21, Appendix XIII-A—(1) Sub-paragraph 4 of rule 9.—*For* the existing sub-paragraph *substitute* the following :—

The panchayat board or the President of the panchayat board, as the case may be, should pass final orders on all encroachment cases. "Final order" means either recommending to the collector the permanent assignment of the encroachments or ordering their renewal or licensing or leasing them under the appropriate sections of the Local Boards Act, or ignoring them if they are petty and unobjectionable.

(2) Sub-paragraph 5 of rule 9.—(i) After the words "where panchayat boards" *add* the words "or presidents of panchayat boards as the case may be".

(ii) *Add* the following sentence at the end of this sub-paragraph :—

Detailed instructions as to how encroachments on lands vested in panchayat boards should be dealt with have been given in paragraph 10 of Standing Order No. 26.

G.O. 1115, Rev., d. 15-5-41. B.P. Press, 102, d. 16-9-41.

[Vol. II] [Correction Slip No. 164, d. 30-9-41]

Page 369, *Standing Order No.* 34-*A*, *Appendix XIII-A*, *Rule* 9, *Sub-paragraph* 4.—(1) *Add* the following to the second sentence of the paragraph :—

" or ignoring them if they are petty and unobjectionable ",

(2) *Insert* the words " or leasing " between the words " licensing " and " them " occurring in the second sentence of the paragraph.

B.P. 156, Press, d. 26–11–35.

 [Correction Slip No. 96, dated 26–11–35]

A separate register should be maintained for each panchayat board. At the conclusion of each visit, the surveyor will hand over the register duly filled in to the President for necessary executive action. All encroachments that may have been detected by the karnam also shall be entered in this register.

The panchayat board President in dealing with every case of encroachment on panchayat streets will investigate the boundaries with reference to (i) the definition of "public road" contained in section 3 of the Madras Local Boards Act and (ii) the atlas of street fields which constitute the authoritative record of all orders passed in disputed as well as undisputed cases.

The panchayat board should pass final orders on all encroachment cases. "Final orders" means either recommending to the Collector the permanent assignment of the encroachments or ordering their removel under section 159 of the Local Boards Act or licensing them under section 160 of the same Act.

The responsibility for preventing encroachments on streets rests on the President of the panchayat board. When the panchayat board proposes to file a suit to get an encroachment removed, the President shall, before filing the suit, send a copy of the draft plaint to the Collector for his information. If a notice threatening a suit in regard to an encroachment is given to the panchayat board by or on behalf of a private party, the President shall send a copy of the notice to the Collector as soon as it is received, and keep the Collector informed of subsequent developments. Where panchayat boards fail to pass final orders within three years of the detection of encroachments, it will be open to the Collector to deal with the encroachment under the Land Encroachment Act, if possible, or report the cases for the orders of Government.

If required by the President of the panchayat board, in cases of assignment, suits and criminal complaints, the surveyor should furnish him with a signed sketch drawn to scale showing the survey boundary of the lands encroached upon and the boundary of the encroachments.

Note.—A case of encroachment is considered to be pending until the encroachment has been either removed or subdivided and permanently assigned to the encroacher and the fact entered in column 10 of the register.

10. *Custody of records.*—The maps, stone registers, eye sketches and encroachment register will remain in the custody of the President of the panchayat board except during the period of the visit of the surveyor who will be responsible for their custody during his stay in the area and will return them to the President before his departure. In no circumstances is it permissible to remove the records beyond the limits of the panchayat area.

11. *Registers.*—In addition to the stone registers and the register of encroachments the surveyor should maintain the following registers:—

(1) Diary (Form I)
(2) Register of changes (Form II).
(3) Register of topographical details (Form III).
(4) Stock register of survey instruments (Form IV).
(5) Receipt and despatch register (Form VI).

In addition, a register of fees received for the sale of field maps should be maintained by each panchayat board (Form V).

The diary shall be sent by the surveyor by the 5th of each month to the Inspecting Tahsildar. The latter will send it to the Revenue Divisional Officer concerned, who will ~~transmit it with his remarks to the President of the district board.~~

12. *Instruments, forms, etc.*—(*a*) *Instruments.*—The scale of instruments to be supplied to the panchayat surveyor is given in Appendix XI to Board's Standing Order No. 34-A. The surveyor should also be supplied with a colour box and mapping pins. If the instruments are lost or damaged through bona fide accident or become unserviceable through unavoidable hard and continuous

use they will be renewed at Government cost; otherwise the cost of renewal will be recovered from the person responsible for the loss or damage.

(*b*) *Stationery and printed forms.*—The panchayat surveyor will obtain the stationery articles and the printed forms required for his use from the Superintendent of Stationery, by sending indents through the President of the district board and the Collector of the district. The indent should be submitted early in January so as to reach the supplying officer before the 31st of January.

(*c*) *Books.*—The books to be supplied to the panchayat surveyor are given in Appendix XI to Board's Standing Order No. 34-A. He will, in addition, be supplied with a copy of the Maintenance Manual.

(*d*) *Stamps.*—The panchayat surveyor should obtain service postage stamps required for his use through bills drawn from treasuries by the Collector.

(*e*) *Recovery of cost*—One-third of the cost of instruments, stationery and forms, books and stamps will be recovered from the local body concerned.

13. *Sale of maps.*—Copies of street field maps will be sold at six annas per sheet. Every copy before issue from the stock should be compared by the panchayat surveyor with the maintained copy and all corrections inserted. The surveyor should enter a certificate to this effect before the copies are issued. Fees should be received at the panchayat board office and credited to Government at the end of the quarter.

Private applicants for extracts from the atlas of street fields should deposit with their applications six annas for every copy of a plan of a single survey field of the size used for a page of the field measurement book and six annas for every additional sheet required. If a single sheet larger than a page of the field measurement book is required the excess in pages or portions of a page will be treated as additional sheets for the purpose of levying fees.

When printed copies of street field maps are not available for sale, manuscript copies should be supplied to applicants for copies of field maps. They should be prepared and certified to their correctness by the panchayat surveyor before issue. A fee of six annas should be collected in advance for each such copy. This fee will be credited to the panchayat board funds. Only the fees for the sale of printed copies will be credited to Government.

The Presidents of the panchayat boards should forward to the Director of Survey through the Presidents of the district boards concerned on or before the 15th of May of each year annual return showing

(1) the number of street field maps sold,
(2) the date of sale, and
(3) the date on which and the name of the sub-treasury in which the sale-proceeds were credited.

14. *Stock files.*—The panchayat surveyor should maintain a stock file of all important orders received by him. The Collector should communicate to all panchayat surveyors working within his district copies of all orders relating to the maintenance of panchayat surveys whether issued by himself or by the Board of Revenue or by Government. As regards orders relating to other subjects the Collector need communicate only those with which panchayat surveyors should be acquainted for the purpose of efficient discharge of their duties.

15. *Period of retention of registers.*—The register of encroachment will be retained for three years after every encroachment entered in it has been either removed or permanently assigned. Registers in Forms II, III, V and VI will be retained for five years. Register in Form IV will be retained for three years after a fresh register has been opened. The stone registers will be retained for three years after fresh registers have been opened. The diary of the surveyor and office copies of bills will be destroyed after three years.

Page 369, ***Standing Order No.*** 34-*A*, ***paragraph*** 21, *Appendix XIII-A*, *Rule* 12 (*b*).—*For* the last sentence *substitute* the following:—

"The indent for stationery articles should be submitted early in January so as to reach the supplying officer before the 31st January and the indent for printed forms should be submitted to the Assistant Director of Survey, Central Survey office, early in September so as to reach him before the 30th September."

B.P. 23, Press, d. 26-2-36.

[Vol. II] [Correction Slip No. 102, dated 2-3-36]

(2) *Appendix XIII-A as introduced by Correction Slip No.* 28, *dated* 1st *March* 1933, *Rule* 12 (*a*), *Instruments.—Add* the following as second sub-paragraph :—

The panchayat surveyor will obtain the instruments on indents through the President of the Panchayat Board, the Inspecting Tahsildar and the Collector of the district, These indents should be submitted in time so as to reach the Collector before the 1st May. The Collector will consolidate them with those of the karnams and the other members of the land revenue staff and the town surveyors and send them to the Board of Revenue before the 1st June. In urgent cases and in cases where the instruments cannot be obtained through the Government Agency, the Panchayat Board may purchase them locally subject to the previous approval of the Collector. The above procedure should be followed also in cases where a panchayat surveyor is appointed to a group of Panchayat Boards. Each Panchayat Board of a group will maintain its separate set of instruments. The President of each Panchayat Board will be responsible for the custody of the instruments belonging to his Board.

G.O. Ms. 2078, Rev., d. 29-8-40. B.P. Ms. 3010, d. 31-10-40.

[Vol. II] [Correction Slip No. 153, dated 31-10-40]

Page 369, Standing Order No. 34-A, paragraph 21, Appendix XIII-A, Rule 12 (e).—*Add* the following at the end :—

" Where one common set of instruments and books is supplied to a group of Panchayat Boards for which there is a single surveyor, one-third of the cost of the common set of instruments and books will be recovered in equal shares from all the Panchayat Boards forming the group."

G.O. Ms. No. 1744 Rev., dated 1st August 1941. B.P. 82, Press, dated 12-8-41.

[Vol. II] [Correction Slip No. 163, d. 12-8-41]

Correction Slip No. 163.

Page 369, Standing Order No. 34-A, paragraph 21, Appendix XIII-A introduced by Correction Slip No. 28, dated 1st March 1933, Rule 12 (a) as amended by Correction Slip No. 153, dated 31st October 1940.—*For* the last two sentences *substitute* the following :—

" Each Panchayat Board of a group will maintain its own set of chain, arrows, cross staff, standard poles, drawing board, area square paper parallel ruler, drawing pen plotting and off set scale, dividers and measuring tape. The President of the Panchayat Board will be responsible for the custody of the instruments belonging to his Board. Only one set of the other instruments and the books will be kept for the group. The Panchayat Surveyor will obtain these instruments and books on indent through the President of his Headquarters Panchayat Board. The Panchayat Surveyor will be responsible for their custody."

G.O. Ms. No. 1744, Rev., dated 1st August 1941. B.P. 82, Press, dated 12-8-41.

[Vol. II] [Correction Slip No. 163, d. 12-8-41]

(2) **Appendix XIII-A to Standing Order No. 34-A, paragraph 21, rule 12 (b) as amended by Correction Slip No. 102, dated 2nd March 1936, 3rd line.**—*Insert* the words " once in three years " between the words " submitted " and " to ".

[B.P. Press 4 (M), d. 10–3–43.]

Correction Slip No. 40.

Page 369, *Standing Order No.* 34-*A, paragraph* 21, *page* 8 *of Appendix XIII-A, as introduced by Correction Slip No.* 28, *dated 1st March* 1933.—(i) *For* the headings "A. Theodolite stones" and "B. Field stones" of columns 4 to 8 of Form I, *read* "Survey marks."

(ii) *Add* the following as note (ii) under Form I:—

Note.—The surveyor shall furnish separate figures under theodolite and field stones in columns 4 to 8.

B.P. 71, Press, d. 18-8-33.

[Vol. II] [Correction Slip No. 40, dated 11-9-33]

16. *Survey of panchayat areas where no surveyor is employed.*—The survey of panchayat areas where no surveyors have been appointed will not be maintained. In such localities, the revenue officers will maintain the cadastral survey.

Form I.

Diary of the Surveyor *panchayat boards for the month of* 193 .

Name of the panchayat boards.	Date.	Total number of street survey fields inspected.	Field work. Maintenance of demarcation and boundaries. A. Theodolite stones. Number inspected.	Number missing.	Number requiring repair.	B. Field stones. Number renewed.	Number repaired.	Encroachments. New cases detected.	Old cases inspected.	Number of subdivisions measured or fields resurveyed.	Number of topographical details inspected and measured.	Office work.	Remark. (Here enter any kind of work done with authority for undertaking the work.)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)

NOTE.—The surveyor shall submit a copy of his diary for each month on the 5th of the succeeding month to the Inspecting Tahsildar.

Form II.

Register of Changes.

Date of receipt of records ordering the change and from whom.	Number and date of order sanctioning the change.	Street field number.	Nature of change.	Date of entry of change in: Atlas of field maps. Surveyor's copy.	President's copy.	Panchayat board map.	Description and number of stones planted in or removed from fields as a result of the change.	Records returned. Date.	To whom.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

FORM III.

Register of Topographical Details.

Serial number.	Name of the panchayat board.	Survey number.	Brief description of the details to be inserted, omitted or altered.	Date of submission of topo sketches to the Inspecting Tahsildar.	Date of incorporation in the atlas of field maps and in the map of the panchayat board.
(1)	(2)	(3)	(4)	(5)	(6)

FORM IV.

Stock Register of Survey Instruments.

Serial number and description.	Date of original supply.	Remarks.				
		1930–31.	1931–32.	1932–33.	1933–34.	1934–35.
(1)	(2)	(3)	(4)	(5)	(6)	(7)
SURVEY INSTRUMENTS.						
1. Circumferentor						
2. Chain with arrows, 50′ ...						
3. Cross staff						
4. Teakwood standard poles ...						
5. Parallel ruler...						
6. Computing scale						
7. Drawing pen						
8. Plotting and offset scales ...						
9. Brass dividers						
10. Measuring tape, 50′... ...						
11. Drawing board						
12. Area square paper						

NOTE.—In column (4), an inspecting officer may note the condition of the instruments at each inspection and the surveyor, the date of renewal under his initials in *red ink* whenever any instrument is renewed.

FORM V.

Register of Fees received from Sale of Field Maps in the Panchayat Board of

Date.	Survey number.	Number of copies.	Amount received.	Date and number of chalan remitting amount to sub-treasury.
(1)	(2)	(3)	(4)	(5)
			RS. A.	

Form VI.

Panchayat Board Surveyor's Receipt and Despatch Register.

Panchayat Board surveyor's serial number and date of receipt.	Number and date of paper received.		From whom received.	Brief abstract of paper.	Number and date of intermediate reference and to whom.	Number and date of outside reply.	Number and date of final disposal. (*Note.*—In the case of papers returned in original a brief abstract of the final report should be noted.)	List of enclosures sent with report.	How despatched.	Value of service labels used.
	Papers requiring local inspection or measurement.	Other papers.								
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

Form VII.

Check Memorandum of the Maintenance Registers and Records of the Panchayat Board.

Name of the panchayat board surveyor and the period of his incumbency.

Date of inspection.

Date of last inspection.

I. Street Field Maps (Atlas).

(1) Are the two maintained copies of the street atlas in good condition? Have the survey marks been numbered in the following manner:—

(*a*) Theodolite stones in one series for the whole panchayat board in eye sketch.

(*b*) Other survey marks in one series for each field in one of the maintained copies of the street field atlas.

Note.—The maintained copy in which the stones are not numbered shall on no account be taken outside the office.

(2) Have the subdivisions and new fields formed after survey been plotted in both the maintained copies? Is the plotting correct and neat?

(3) Are maps available for all the new fields?

(4) Has the necessary correction of side numbers been made in case of formation of new fields?

(5) Have the newly planted stones been noted and numbered serially in the surveyor's copy? Have the non-maintainable stones been struck out?

) Have all additions to or alterations of important topographical details within the limits of or adjacent to street fields been plotted in both the maintained copies with measurements?

FORM VII—*cont.*

Check Memorandum of the Maintenance Registers and Records of the Panchayat Board—cont.

II. PANCHAYAT MAPS.

(7) Have all the new fields and alterations in field boundaries and in important topographical details been plotted in the maintained copy of the union map?

NOTE.—Wells, hydrants, water fountains, lamp-posts and similar small details need not be shown.

III. REGISTER OF CHANGES.

(8) Have all post-survey changes such as subdivisions and new fields been noted in the register of changes as soon as they are sanctioned by the competent authority? Compare the street atlas with this register to see if all the subdivisions and new fields noted in this register have been plotted in the street atlas.

(9) Have all the columns of this register been correctly and promptly filled in?

IV. STONE REGISTERS.

(10) Are two separate stone registers maintained, one for theodolite stones and the other for field stones, tar marks, etc.?

(11) Have the new marks been entered in and those ceased to be maintainable removed from these registers?

V. STONE INSPECTION.

(12) What is the total number of maintainable stones in the panchayat board? Theodolite; chain survey and field stones; tar marks.

(13) What is the number inspected by the panchayat board surveyor at his last visit?

(14) Is his inspection genuine and adequate? What is the number over-checked by Inspecting Tahsildar?

(15) What is the total number requiring action (*a*) repair, (*b*) renewal. Number attended to by the surveyor (*a*) repair, (*b*) renewal. Balance (*a*) repair, (*b*) renewal?

(16) Are the surveyor's repairs and renewals genuine? What is the number over-checked by the Inspecting Tahsildar?

NOTE.—All renewals of theodolite stones should be inspected by the Inspecting Tahsildar.

(17) How many stones were taken from the village depot by the surveyor? Has he submitted bills in respect of all of them? Check the office copies with the surveyor.

VI. SURVEY ERRORS.

(18) Have all the cases of survey error sanctioned by competent authority been entered in the Inspecting Tahsildar's register of survey errors?

(19) Have all the corrections been carried out in both the maintained copies of the street atlas and, where necessary, in the maintained panchayat board map also?